

## Pleasanton Public Library

### *English as a Second Language (ESL) Conversation Class Leaders*

#### *Job Description*

#### **Impact and Outcome**

Assist adults learning English as a second language in improving their conversational English skills in an informal small group setting.

#### **Key Responsibilities**

- Plan and lead a small group activities and discussions for adults learning English
- Submit simple monthly reports on hours and participants
- Maintain contact with Literacy Coordinator regarding needs, concerns, questions, etc.

#### **Qualifications**

- Must be over the age of 18
- Fluent in English
- Flexible, mature and patient
- Interest in and ability to work with people from diverse backgrounds

#### **Commitment**

Schedule: two hours per week approximately.

#### **Training and Support**

Free Conversation Class training workshop

Materials provided

Ongoing information and consultation as needed

#### **Benefits to the volunteer**

Gain experience in working with people from diverse backgrounds

Learn about other cultures and language groups

Meet a variety of interesting people

Make a valuable contribution to our community

Hone teaching skills

#### **For more information**

Contact Carol Halbe at [chalbe@cityofpleasantonca.gov](mailto:chalbe@cityofpleasantonca.gov) or call the Pleasanton Public Library Literacy Program at (925)931-3405.